

RPA# 754288

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

12612

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqtrs ☐ Field

4. Employing Office Location

WASHINGTON DC

5. Duty Station

WASHINGTON DC

6. OPM Certification No.

9. Subject to IA Action

☒ Yes ☐ No

13. Competitive Level Code

001E

14. Agency Use

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1-Non-Sensitive ☐ 3-Critical
☒ 2-Noncritical Sensitive ☐ 4-Special Sensitive

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	OPERATION MANAGER	GS	0301	13	DSV	08/17/2017
c. Second Level Review						
d. First Level Review	OPERATION MANAGER	GS	0301	13	DSV	08/17/17
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

Office of the Asst Secretary of the Navy (FM&C)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Financial Operations (FMO)

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Farah Iqbal

Operations Management Division Dir. (FMO-1.b)

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

IQBAL, FARAH, 1

(b)(6)

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IQBAL, FARAH, (b)(6)
Date: 2017.08.09 12:58:23
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Date

08/09/2017

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Misc Administration and Program Series, GS-0301, TS-34, 1/79
Administrative Analysis Grade Evaluation Guide, TS-98, 8/9

Typed Name and Title of Official Taking Action

D.S. Vaught

Director, Administrative Fiscal Division

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

VAUGHT, DONNA, ST

OAD, (b)(6)

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Date

08/18/2017

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

Office of the Assistant Secretary of the Navy
(Financial Management and Comptroller)
THE OFFICE OF FINANCIAL OPERATIONS (FMO)
Operations Manager
GS-0301-13

Introduction

This position is located in Arlington, VA. Subject to the authority of the Secretary of the Navy, the Assistant Secretary of the Navy (ASN), Financial Management and Comptroller (FM&C). The ASN (FM&C) is directly responsible for budgeting, accounting, financial management systems, progress and statistical reporting, and cost analysis within the Department of the Navy (DON). The ASN (FM&C) delegates full responsibility for FMO to lead financial programs and activities that are designed to improve the way the DON does business and support the warfighter initiating, designing, planning, and directing all matters relating to financial management systems and policy to the Deputy Assistant Secretary of the Navy (DASN), Financial Policy and System (FMO).

The mission of FMO is:

- To lead the DON's finance and accounting activities and operation by governing financial management standards while improving programs and systems to achieve and maintain clean financials for Navy and Marine Corps.
- Operational and sustainment support of all Financial Improvement Audit Readiness (FIAR) related activities within the DON.
- Govern financial data and processes and produces accurate, reliable, and timely DON Financial Reports.
- Institutionalize the Navy-wide financial audit response processes.
- Manage the DON-wide initiative to standardize the methods used to execute financial business practices that result in the posting of financial transactions across the DON Commands

The incumbent reports directly to the Budget and Resource Branch Lead on all matters concerning the organization's administration and support. He/She oversees the daily operations, strategic planning, coordinated schedules and functional support of FMO. Directly manages FMO resources: civilian, military, contractor, financial and physical resources. Develops and adapts FMO's policies and strategy.

Major Duties

Serve as Manager for personnel matters and monitor all administrative personnel actions within the organization. Manage internal military assignment and civilian hiring processes. Track the status of all performance management required actions by supervisors and employees and formulate internal FMO policy.

Serve as the lead Taskers coordinator for the organization, will be an approval authority for all travel for the organization, will serve as a Contracting Officer Representative, will manage all time and attendance for the organization, will develop, manage, and execute, the annual budget and will be responsible for all job announcements and interview scheduling.

Manages and updates the FMO performance cycle for the organization, to include scheduling training, coordinating milestone dates, and reporting status for the organization to the Budget and Resource Branch Lead.

Serve as the lead for Agency/Organization Program Coordinator designated to provide complete oversight of the agency-wide Government Purchase Card Program. Also serve as the point of contact for the Military Banking Program following The Department of Defense (DoD) policies and procedures that govern the implementation of financial services on DON installations.

Responsible to monitor office equipment and develop plan to ensure near 100% uptime of printers, faxes, copiers, and scanners, working as required with NMCI and hardware vendors to schedule maintenance of the equipment. Responsible to manage supply inventory and re-order, and manage the facilities request for the office staff. Schedules conference rooms, VTCs, and other events at the direction of the SES, Director, Deputy Director, and other FMO staff.

Manages the Statement of Assurance and Management of Internal Controls processes for FMO. Serving as the security coordinator for the organization, using Joint Personnel Adjudication System (JPAS) to monitor and assess contractor clearances and provide status and recommendations for further action to the branch lead.

Serve as the focal point for business and personnel policy within FMO. Collaborates with Director, Deputy Director and Division Directors to ensure policy is aligned to fulfill the operating needs of the organization. Manage compliance with guiding directives promulgated by SECNAV, OSD and other applicable federal agencies for Information Assurance, Personal Privacy information Practices, information Systems Security Accreditations and other security and data protection programs.

Supervise the management of physical resources: facilities, office space, equipment and supplies. Oversee the content management of the FMO portion of the ASN (FM&C) website, general administration support, training support and supply support provided across FMO.

Work closely with FMA on personnel and human resources management. Provide managers with objectively based information for making decisions on the administrative and programmatic aspects of operations and Management. Assist in conducting studies of employee/organizational efficiency and productivity, leading to possible recommended changes or improvement in organization, staffing, work methods and procedures. Establish, maintain and operate an administrative element that incorporates the function of personnel management and office management. Assist in developing new or modified internal administration program policies and procedures in accordance with command goals. Provide in the administration and tracking of incoming tasking and maintains an accurate suspense status. Assure completed tasking is accurate in terms of priority, content and security markings.

Factor 1 – Knowledge Required

The incumbent has an understanding of the DON, its mission, components, and organization.

The incumbent has knowledge of Federal Contracting Laws, procurement regulations (Federal Acquisition Regulation (FAR) and DoD FAR), policies, practices, methods and contract types. The incumbent has skill in fact finding, contract analysis and pricing techniques, problem resolution, and development of concrete action plans to solve problems.

The incumbent has expert ability to manage contract administration and monitor performance of contractor personnel.

The incumbent has expert written, oral and visual communication skills. The ability to draft and respond to executive correspondence related to the operations of FMO.

The incumbent has skill in coordinating office work within the organizations throughout the Department of the Navy and other Federal agencies.

The incumbent has knowledge of the substantive programs of the organization and priorities, policies and commitments of the Director, in order to perform such tasks as collecting information, assembling information, composing correspondence and managing the administrative issues related to FMO matters.

The incumbent has ability to plan, organize, coordinate and schedule work in situations where numerous and diverse demands of organizations and people are involved.

The incumbent has thorough and robust attention to detail in completing tasks. Expert ability to multi-task.

The incumbent has ability to use software programs involving word processing, spreadsheets, databases, graphics/presentations and scheduling software.

The incumbent has knowledge of the Defense Travel System to include initiating, validating, reviewing, and authorizing travel plans and claims.

The incumbent has expert knowledge of the Standard Labor Data Collection and Distribution Application for monitoring and maintaining time and attendance of all personnel assigned to the FMO organization.

Conducts research, data collection, and analysis in support of special projects and taskings at the request of the Director, Deputy Director, and Division Director. Results of these special tasking's are typically documented in MS Excel, MS Word, and presented to management using MS PowerPoint.

The incumbent has expert knowledge of the DoD Performance Management and Appraisal Program (DPMAP), providing assistance to all of FMO.

Factor 2 – Supervisory Controls

The position is supervised by the Deputy Director. Work is often accomplished independently with little or no oversight. All work will be reviewed at the Division Director or Deputy Director as appropriate, and work is normally accepted without significant change. Performance reviews are completed by the Deputy Director.

Factor 3 – Guidelines

Several written guidelines for this position exist including policy, directives, general instructions, and precedents; however, considerable judgment is required in their application for each individual program. Overall the guidelines used are very general regarding policy and objectives and guidelines for specific programs are often scarce, not applicable, or have gaps which require the incumbent to apply interpretation for application to program issues. Guidebooks and best practices are a good foundation but much of the guidelines needed to perform the work will be provided by the Deputy Director.

Factor 4 – Complexity

Incumbent will manage the schedules of the Director and other senior executives within the command. Incumbent decides the most effective approach to accomplishing the work and provides feedback to Deputy Director on the status of his/her work. Complexity of assignments varies and often requires referencing existing DOD, OSD, DON and FM&C policy and guides. The incumbent will be required to track all Taskers for the organization, will be an approval authority for all travel for the organization, will serve as a Contracting Officer Representative, will manage all time and attendance for the organization, will develop, manage, and execute, the annual budget and will be responsible for all job announcements and interview scheduling.

Factor 5 – Scope and Effect

The purpose of this work is to provide operational and office management support, to include Executive level support to the Director and the organization as a whole. This requires oversight of all aspects of the organization, to include budgetary, security, facilities and personnel.

Factor 6 & 7 – Personal Contacts & Purpose of Contacts

Typical contacts for the position include military and civilian personnel, contractors, and representatives from the federal government as well as external corporations. The incumbent interacts with government civilian employees regularly up to the grade of GS-15 and military members up to the grade of O-6. May interact with SES or flag officers as well as senior technical staff of private companies. The personal contacts are mostly employees within the DoD and DON.

The purpose of the contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8 – Physical Demands

The work is sedentary in nature, involving work at a desk or walking short distances. Light lifting may be required at times such as personal computers and other IT equipment.

Factor 9 – Work Environment

Most work is performed in an office setting, but may also require some travel to other government sites or contractor facilities. Temporary Duty (TDY) may be required up to 10 percent. Incumbent may be required to work outside the normal duty hours to support organizational efforts.